



Education Program Manager

Details

Job ID : 510

Title : Education Program Manager

Job Code : 999

Salary : \$50,000.00 (Annual)

Grade : 0

Tenured : NO

Job Departments

- Court Services - Education

Purpose

Responsible for developing, implementing and administering Judicial College courses.

Required Qualifications

Education : Masters Degree

Education Substitute : None

Experience : 5 Years of Related Experience

Job Required Knowledge

- Master's degree in education or closely related field, or a law degree
- Requires five years experience in preparing and delivering informational and instructional programs for adults, including application of adult education theory and practice to curriculum development, course planning, and faculty development responsibilities
- An advanced degree (Ed.D., Ph.D.) may substitute for 3 years of experience

Job Skills/Abilities

- Project and personnel management skills
- Ability to handle multiple projects, deadlines, and clients
- Ability to shift priorities and resources
- Ability to manage a professional staff of eight
- Ability to work some non-standard hours as necessary and travel, including some overnight stays
- Excellent verbal, written, and presentation skills
- Must be proficient with Microsoft software including MS Word and Outlook

Job Preferred Knowledge

- Experience in a court environment strongly preferred
- Ability to use the Internet as a research tool also helpful.
- Knowledge and use of MS Excel, MS PowerPoint and MS Access

Job Duties

- Responsible for planning, developing, facilitating, and evaluating education programs for judges, clerks and/or court personnel
- Conducting education needs assessments for specific target populations
- Designing curriculum with appropriate planning committees
- Conducting planning meetings and introducing courses
- Select faculty
- Preparing College and program announcements
- Coordinating development and printing of related materials
- Monitoring program and/or seminar progress in order to evaluate content, interactive teaching strategies and faculty
- Accountable for designing instruments to obtain participant evaluation of program content and faculty performance
- Reviewing, and analyzing evaluation results for future program planning



Education Program Manager

Job Duties

- Will attends workshops, seminars and professional meetings and participates in regional and national associations that relate to the program managed
- Serves on committees; serves as liaison with other agencies or institutions.
- Planning and developing programs will include estimating costs, and monitoring expenses
- Preparing and maintaining appropriate correspondence, records, reports and files